Employee Post-Travel Disclosure of Travel Expenses

RECEIVED Stamp: SECRETARY OF THE SENATE FUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from 2019 1919 49 13 44 9:31 travel. Submit all forms to the Office of Public Records in 232 Hart Building.

be reimbursed/paid for	, , , , , , , , , , , , , , , , , , , ,	_	sures with respect to	travel expenses that have been or will
		rization (Form RE-1), <u>A</u> rtification Form with all		y, invitee list, etc.)
Private Sponsor(s) (list	tall): American You	th Policy Forum		f
Travel date(s): Octob	er 8-10, 2019			
Name of accompanying Relationship to Travelo	<u> </u>	ny): N/A Child		· · · · · · · · · · · · · · · · · · ·
	OSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addit		SE OR DEPENDENT CHILD, ONLY y.)
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☑ Actual Amount	\$358.88 (includes round-trip flight and bus transportation to site visits)	\$546	\$130	None
Expenses for Accomp	anying Spouse or De	pendent Child (if applic	able):	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				
Provide a description necessary.): Please			e Rule 35.2(c)(6). (A	ttach additional pages if
		<u> </u>		
10/24/19 (Date)	Leila (Printed r	Schoche name of traveler)	+	(Signature of traveler)
TO BE COMPLETE	D BY SUPERVISING	MEMBER/OFFICER:		
	-	es set out above in conne tion, lodging, and related		scribed in the <i>Employee Pre-Travel</i> in Rule 35.

(Revised 1/3/11)

Form RE-2

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign. the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

Spo	nsor(s) of the trip (please list all sponsors): American Youth Policy Forum (AYPF)
	cription of the trip:The trip will bring together a group of bipartisan congressional staff to visit three
— Dat	es of travel: October 8-10, 2019
	e of travel: Boston/Lowell, Massachusetts and East Providence/Pawtucket, Rhode Island
Nar	ne and title of Senate invitees: See attached list
l ce	rtify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. OR -
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
X	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
X	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
	foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
).	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
l.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
l . 2.	
	by-hour), complete, and final itinerary for the trip.
	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip:
	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: AYPF is the sole sponsor of the trip and created the agenda, organized logistics, and managed and
2.	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: AYPF is the sole sponsor of the trip and created the agenda, organized logistics, and managed and facilitated all program site visits. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
2.	by-hour), complete, and final itinerary for the trip. Briefly describe the role of each sponsor in organizing and conducting the trip: AYPF is the sole sponsor of the trip and created the agenda, organized logistics, and managed and facilitated all program site visits. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: AYPF's mission is to provide professional development for policymakers on education and youth issues.
2.	Briefly describe the role of each sponsor in organizing and conducting the trip: AYPF is the sole sponsor of the trip and created the agenda, organized logistics, and managed and facilitated all program site visits. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: AYPF's mission is to provide professional development for policymakers on education and youth issues. This trip will provide participants with an opportunity to learn about nationally recognized youth programs

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AYPF organizes an	d facilitates a number of	educational opportur	nities, including Capito	l Hill forums,
day-long discussion	groups, and webinars fo	or congressional staff	, federal agency staff,	and other
youth serving profe	ssionals.		- <u>-</u>	
Total Expenses for I	Each Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expense
Good Faith estimate Actual Amounts	Round-trip Flight \$400 Local coach class bus transportation- \$47 per person Basic water taxi service to dinner \$24 per person	\$273 per hotel night at \$546 total for two nights	Total for entire trip is \$99. Plus reimbursement (up to \$31) for day 2 dinner.	None
State whether a) the participation or b) the	trip involves an event the trip involves an event		_	_
State whether a) the participation or b) the congressional partic	trip involves an event the trip involves an event	that is arranged or or	ganized specifically w	_
State whether a) the participation or b) the congressional partice. This trip was specifi	trip involves an event the he trip involves an event ipation:	that is arranged or or ard to congressional p	ganized specifically w	_
State whether a) the participation or b) the congressional partice. This trip was specification for selecting the congression of the congression o	trip involves an event the trip involves an event ipation: cally organized with rega	that is arranged or or ard to congressional parts or trip	ganized specifically was	vith regard to
State whether a) the participation or b) the congressional partice. This trip was specifical Reason for selecting Massachusetts and	trip involves an event the trip involves an event ipation: cally organized with regard the location of the event	that is arranged or or ard to congressional property or trip onally recognized pro-	ganized specifically was	vith regard to
State whether a) the participation or b) the congressional partice. This trip was specifically assachusetts and system-involved you	trip involves an event the trip involves an event ipation: cally organized with regard the location of the even. Rhode Island have nation	that is arranged or or ard to congressional property of the congression and property of the congression and the congression and property of the congression and the congression and property of the congression and property o	ganized specifically was	vith regard to
State whether a) the participation or b) the congressional partice. This trip was specifically assachusetts and system-involved you was and location of the congressional partice.	trip involves an event the trip involves an event ipation: cally organized with regard the location of the even. Rhode Island have nationally the education and wor	that is arranged or or and to congressional properties to the congression and the congression an	ganized specifically was	vith regard to
State whether a) the participation or b) the congressional partice. This trip was specifically assachusetts and system-involved you was and location of the congressional partice.	trip involves an event the trip involves an event ipation: cally organized with regard the location of the even Rhode Island have nationally the education and work of hotel or other lodging	that is arranged or or and to congressional properties to the congression and the congression an	ganized specifically was	vith regard to
State whether a) the participation or b) the congressional partice. This trip was specifically massachusetts and system-involved you was and location of the Hyatt Boston Harbon.	trip involves an event the trip involves an event ipation: cally organized with regard the location of the even Rhode Island have nationally the education and work of hotel or other lodging	that is arranged or or ard to congressional ponally recognized prokforce opportunities to facility: Boston, MA 02128	ganized specifically was	vith regard to

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Both meals and lodging are below the federal per diem rates for Federal Government travel.
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	Round-trip coach airfare from Washington, DC to Boston, MA
	Bus; coach class charter bus for transportation to and from sites
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why
	the entertainment is an integral part of the event:
	None
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving
	more than one sponsor, you must include a completed signature page for each additional sponsor): Signature of Travel Sponsor:
	Signature of Travel Sponsor: Samaura Stone, Senior Director
	Name and Title:American Youth Policy Forum
	Name of Organization:
	1200 18th Street NW, Suite 1200, Washington, DC 20036 Address:
	Telephone Number: 202-775-9731
	Fax Number:
	E-mail Address: sstone@aypf.org

Form RE-1

(Revised 10/19/15)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	Leila Schochet
Employing Office/Committee:	Senate HELP Committee
Private Sponsor(s) (list all):	cy Forum
Turned data(s): 10/8/19-10/10/19	
Note: If you plan to extend the trip for any re	eason you must notify the Committee.
Boston and Rhode Island Destination(s):	
Explain how this trip is specifically connected to the	traveler's official or representational duties:
policies around supporting youth who are transitioning offers the opportunity to hear testimonies from youth wit practitioners in the field of child welfare and juvenile just	and child welfare issues on the HELP Committee, and my portfolio includes out of the child welfare system, as well as homeless youth. This Study Tour the experience in the foster care system; hear presentations from experts and tive; have policy discussions with experts and fellow congressional staff; and everage multiple public and private systems to best serve youth.
Name of accompanying family member (if any):	
I certify that the information contained in this form i	s true, complete and correct to the best of my knowledge:
(Date)	(Signature of Employee)
	OFFICER (President of the Scnate, Secretary of the Scnate, Scrgeant at Arms,
Secretary for the Majority, Secretary for the Minority, and I. Sen Patty Muway	d Chaplain): Leila Schochet hereby authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event described abo	payment or reimbursement for necessary transportation, lodging, and ove. I have determined that this travel is in connection with his or her will not create the appearance that he or she is using public office for
<u> </u>	ployee's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking box)	Patty Mune
(Dote)	(Signature of Supervising Senator/Officer)



Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

An AYPF Study Tour October 8-10, 2019 Boston, Massachusetts and East Providence, Rhode Island

Dear Leila,

We are excited to invite you to participate in our Study Tour to Boston, Massachusetts and East Providence, Rhode Island. We will conduct site visits to Artists for Humanity, UTEC, and Foster Forward. All three programs have been nationally recognized for successfully combining youth voice, education, and employment to create a new narrative for the young people they serve.

Our goals include:

- Highlighting three effective programs that are using education and workforce development as a key strategy for achieving success with young adults.
- Elevating youth voice and hearing directly from young adults about how their involvement in workforce and education programs have changed their trajectory.
- Identifying and including state government departments to highlight the importance of government systems partnering with programs to increase support for youth.
- Discussing how federal/state policies can be improved to better serve young adults involved in the foster care and juvenile justice systems.

This is an <u>invitation-only</u> event and space is limited. Please, register using the link below. Ethics documents must be submitted by <u>Monday, September 9, 2019</u>. Attached is a detailed agenda, as well as all necessary ethics paper work.

REGISTER HERE

Sincerely,

Samaura Stone Senior Director

Please contact Samaura Stone at SStone@aypf.org or 202-775-9731 if you have any questions

*This:learning opportunity is being organized for Congressional staff and therefore intends to comply with Ethics Rules. AYPF will pay for airfare, ground transportation, lodging, and meals during the study tour:



Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform Systems

An AYPF Study Tour
October 8-10, 2019
Boston, Massachusetts and East Providence, Rhode Island

Nationally, there are 4.6 million young adults between the ages of 16-24 that are not in school or working. These outcomes are more troubling for young adults "aging out" of foster care and/or involved in the juvenile justice systems due to additional barriers. For example, incarcerated youth can face systemic discrimination, as many employers and workforce development programs can perceive them as less reliable and workforce ready due to their past convictions. For young adults aging out of foster care, their unemployment rates can be as high as 69% compared to only about 10% of young adults ages 16 to 24 who are not in foster care due to their lack of stable housing and other critical supports. Despite these numbers, three nationally recognized programs in Rhode Island and Massachusetts have found a way to successfully combine youth voice, education, and employment to create a new narrative for the young people they serve. The programs offer social enterprises, job training, case management, mentoring, and share a deep commitment to harnessing the potential of young adults.

The Study Tour will consist of multiple policy discussions, site visits, testimonies from young adults, and presentations from labor/workforce, child welfare, and juvenile justice leaders about the steps they are taking to coordinate systems and streamline services to achieve greater outcomes for youth. Additionally, we will discuss relevant federal legislation and programs that are supporting this work.

Our goals include:

- Highlighting three effective programs that are using education and workforce development as a key strategy for achieving success with young adults. Elevating youth voice and hearing directly from young adults about how their involvement in workforce and education programs have changed their trajectory. Identifying and including state government departments to highlight the importance of government systems partnering with programs to increase support for youth.
- Discussing how federal/state policies can be improved to better serve young adults involved in the foster care and juvenile justice systems.

Participants will have the opportunity to tour AFH's five creative studios

and talk with teen artists and designers.

5:00pm-6:00pm Youth Guided Art Activity

AFH youth artists will guide participants through a fun, interactive art activity that will tie into the Study Tour theme of youth voice, education,

and workforce development.

6:00pm-6:25pm From the Field: Program Sneak Peeks

Bernadette Tavares, Program Coordinator, Foster Forward Geoff Foster, Director of Organizing and Policymaker, UTEC

Staff from Foster Forward and UTEC will provide brief overviews

about their programs, populations served, and what we can expect to see

during tomorrow's visits.

6:25pm-6:30pm Closing Announcements

6:30pm-8:00pm Dinner

8:00pm-8:20pm Charter bus from the restaurant back to the Hyatt Regency Boston

Harbor

Wednesday, October 9th

7:30am-9:00am Breakfast Available

Aguitana Room

8:30am-9:30am Walking in Their Shoes: Ice Breakers and Reflections

In preparation for a full day of site visits and engaging with young people, participants will gain more context around the barriers that young adults

in the programs face in their pursuit of workforce and education.

opportunities.

9:30am-10:30am Drive to Site #2 (From Boston, MA to Lowell, MA)

<u>UTEC</u>

35 Warren St., Lowell, MA 01852

Site Description:

UTEC's mission is to ignite and nurture the ambition of its most

disconnected young people to trade violence and poverty for social and economic success. UTEC offers several programs and opportunities for young adults, including transitional coaching, workforce development training through social enterprises, GED classes and a dual-enrollment.

12:30pm-1:00pm

A Youth's Perspective: Why This Work Matters Lunch Conversation Participants will have the opportunity to hear from several young adults about their experiences and which key elements of UTEC's programs have been the most meaningful to them. Using written statements and personal testimonies, the youth will convey how their lives have been impacted.

*Lunch will be catered by the Café UTEC youth workers.

1:00pm-2:00pm

Drive to Site #3 (From Boston, MA to Pawtucket, RI)

Foster Forward

50 Ann Mary St., Pawtucket, RI 02860

Site Description:

Foster Forward is a nationally and locally recognized leader committed to empowering lives impacted by foster care. In Rhode Island, the youth unemployment rate is 20%, it is more than double at 52% for youth who have experienced foster care. Works Wonders, a program of Foster Forward was originally started as a research initiative funded through a Children's Bureau grant to research ways to help Rhode Island's foster youth who have aged out of or are about to age out of state care succeed in the workplace. About 60% of youth in the Works Wonders program did not have previous work experience. The program has grown into an evidence-supported career development and employment engagement program that provides 8-10 hours of skills based training, 12 weeks of one-on-one career coaching, and paid work-based learning opportunities.

2:00pm-2:10pm

Welcome to Foster Forward

Lisa Guillette, Executive Director, Foster Forward

2:10-2:30pm

The Power of Community: Foster Forward's Storefront Tour

As the saying goes, "It takes a village to raise a child," This sentiment rings true especially for youth and families involved in the foster care system. Foster Forward's Storefront is an amazing space where those impacted by foster care in Rhode Island may gather for activities and shop for donated clothes, toys, and other household needs. Youth, foster parents, and others can shop for free items during designated days and times. We'll make a brief stop to check out the space and hear about how the storefront began and its impact on those involved in the foster care system.

2:30pm-2:45pm

Drive to 55 S. Brow St., Providence, RI (FF's Main Location)

Aligning systems continues to be one of the greatest priorities and challenges for state, federal, and nonprofit leaders serving young adults involved in the juvenile justice and child welfare systems. Many organizations and policymakers struggle to engage with labor and housing stakeholders, despite how critical their involvement is with the youth populations. We will learn about how Foster Forward was able to skillfully develop partnerships with housing and labor to strengthen their programming for youth transitioning out of foster care.

4:30pm-5:15pm

What Makes Foster Forward Different? Closing Activity Featuring Foster Forward Youth

Several young adults from Foster Forward's programs will talk about their experiences and which key elements of Foster Forward programs have been the most meaningful to them. Using written statements and personal testimonies, the youth will convey how their lives have been impacted.

5:15pm-6:45pm

Drive via charter bus from East Providence back to Hyatt Regency

Boston

6:45pm

Dinner/Evening on Your Own

Participants will have several options for the evening. The hotel's Harbonside Grill restaurant offers a full menu and views overlooking the Boston Skyline and waterfront. Directly outside of the hotel is a <u>Water Taxi</u> service. AYPF will offer complimentary water taxi services from the Hotel to major stops along the waterfront, including the Seaport District with over 40+ restaurants and attractions. Additional information and maps will be provided to all guests to explore the area.

(Note: AYPF will reimburse all participants up to the \$31 per diem rate for dinner).

Thursday, October 10, 2019

*Please check out of your hotel rooms by <u>Noon</u>. You can store luggage at the front desk or in the meeting room.

7:30am-8:45am Breakfast Available

Aquitana Room

8:45am-9:15am. Program Reflections

We will open the day with brief reflections from our program visits and

discuss a few of the key takeaways.

Harnessing the Potential of Young Adults: How Programs Are Using Youth Voice, Education, and Workforce Development to Transform:Systems:

Study Tour Invitee List

Mimit Teixeira Sen. Milke, Leg Rachel Wright Sen. Chuck Grassley Ryan Martin Sen ate Finance Committee Catherine Brown Sen. Susan M. Collins Meghan Herrington Sen. Susan M. Collins Conor Sheehey Sen. Portman Conor Sheehey Sen. Portman Ration Moran Sen. Elunt Robert Moran Sen. Blunt Robert Moran Sen. Blunt Robert Moran Sen. Blunt Robert Sen Blunt Pensions Committee Manuel Contreras Sen Blunt Brent Pensions Committee Brent Sen. Dianne Feinstein Joshua Sen. Dianne Feinstein Joshua Sen. Elizabeth Warren David Sen. Elizabeth Warren David Sen. Elizabeth Warren Moira Sen. Blunt Robert Sen. Elizabeth Warren Ben. Blunt Sen. Elizabeth Warren		
Wright Martin Martin Narington Herrington Sheekey Wilson Wilson Moran Palmer Delaney Caruolo v Zack		Legislative Assistant
ine Brown In Herrington Sheehey Wilson Wilson Wilson Palmer Caruolo Caruolo Lenehan	Chuck Grassley	Juveniile Justice
n Herrington Sheehey Witson Witson Moran Moran Contreras Caruolo Caruolo Lenehan		Senior Human Services Advisor
n Herrington Sheehey Wilson Moran Moran Palmer Palmer Caruolo Caruolo Lenehan	Susan M. Collins	Policy Advisor
Sheehey Witson Moran Moran Palmer Palmer Caruolo Zack Lenehan	Sen, Portman	Legislative Assistant
Moran Wilson Moran Contreras Delaney Caruolo V Zack Lenehan		Legislative Assistant
Witson Moran Lenehan Witson Witson Contreras Cartiolo Cartiolo Zack	Tom Cotton	Education Legislative Assistant
Moran Contreras Palmer Palmer Carúolo Carúolo Zack Lenehan	Bjunt	Legislative Assistant/Counsel
Senate Health, Education, Palmer Palmer Sen: Dianne Feinstein Delaney Sen. Elizabeth Warren Caruolo Sen. Sheldon Whitehouse Zack Sen. Ed Markey Lenehan Sen. Jack Reed	ition, Labor, and:	Education Policy Director
Palmer Sen: Dianne Feinstei Delaney Sen. Elizabeth Warre Carúolo Sen. Sheldón Whiteh v Zack Sen. Ed Markey Lenehan Sen. Jack Reed	Senate Health, Education, Labor, and Pensions Committee	Policy Advisor
Delaney Sen. Elizabeth Warre Carúolo Sen. Sheldón Whiteh A Zack Sen. Ed Markey Lenehan Sen. Jack Reed		Education Legislative Assistant
Carutolo Sen. Sheldon Whiteh Zack Sen. Ed Markey Lenehan Sen. Jack Reed		Education Legislative Assistant
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Lenehan	Ed Markey	Education Legislative Assistant
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BRIAN SCHATZ, HAWAII JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR CAMI MORRISON, CHIEF CLERK

JOHNNY ISAKSON, GEORGIA, CHAIRMAN

CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7416 TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

October 3, 2019

Leila Schochet Committee on Health, Education, Labor, and Pensions **United States Senate** Washington, DC 20510

Dear Ms. Schochet:

This responds to your recent correspondence concerning an invitation you received to travel on a fact-finding trip to Boston, Massachusetts and Providence, Rhode Island, on October 8-10, 2019, sponsored by the American Youth Policy Forum (AYPF). AYPF certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. AYPF has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.²

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, AYPF is neither a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed Employee Pre-Travel Authorization and the Employee Post-Travel Disclosure of Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the Private Sponsor Travel Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

¹ The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel - Glossary of Terms at 8.

² The term "any point throughout your trip" has a specific definition. See id. at 2.

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Haren Gorman

Deborah Sue Mayer

Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.